



"Friday Letter"
To the Board of Directors
October 19, 2012

From: Rick Howard, General Manager

General Manager/Administration:

- ✓ I'm pleased to announce that the last Board meeting was *"almost"* completely paperless! The process went pretty smooth on the staff side, and the new PDF software allows for a significantly improved agenda preparation and publication process.
- ✓ The handicap ramp replacement project started Thursday morning. The anticipated completion date is November 6th. The back office door is the only way in and signs direct the public accordingly.



- ✓ Just a reminder that the 2nd Board meeting in November will be cancelled. It is the day before Thanksgiving. Please plan accordingly. As always, if there is an urgent item that requires Board consideration and authorization, we will schedule a Special Meeting to address the subject.
- ✓ In last week's Friday Letter, I noted that three (3) juveniles were apprehended after vandalizing neighborhoods throughout Town, including the Cornell entry sign. I have contacted the Sheriff's Department and indicated that I would like to be able to write a letter to the Judge handling the case (when it gets to that point) seeking restitution and an apology to the Town for their actions. If anything comes of this, I will let you know.
- ✓ As noted at the Board meeting this week, I will be attending a meeting at the County, along with President Steele and Director Mattison, related to the Hofmann/Town of Discovery Bay/Contra Costa County Community Center project.
- ✓ Bob Abbadie celebrated his 9th Year Anniversary on Monday, October 15, 2012!! Congratulations!

Water and Wastewater Services

- ✓ This has been a relatively "quiet" week (knock on wood!) in the Water and Wastewater division.
- ✓ Concrete forming on the 4th Solar Pad continues. Once complete, concrete pours will be coordinated.
- ✓ As I noted last week, we are having problems identifying a suitable location for Well 7. The issues include restrictions related to overhead power lines, underground gas lines (become a problem with drilling), road right-of-way, and sensitive habitat. We are meeting with Luhdorff and Scalmanini next week to address this issue.
- ✓ The monthly Water and Wastewater Subcommittee meeting is next Wednesday the 24th.

Financial Services

- ✓ Today, and again next Thursday, Dina will be meeting and getting information on the "lock box" program I discussed last week. As you recall, we process approximately 2,100 water bill payments each month. In order to improve payment handling and efficiencies, we are considering the drop box as an option. At this point we are only obtaining information.
- ✓ There is a Budget Review Subcommittee meeting scheduled for next Tuesday the 23rd. This will be a review of our 1st quarter financials.

Parks and Landscape Services

- ✓ The Clipper Drive Landscape Project is approaching completion. We anticipate putting the last of the plants, installing the final trees next week, along with the mulch. We will come back and place the decomposed granite, or DG, a few weeks after that.
- ✓ Once Clipper is complete, crews will finish up the tree trimming work, then transition onto assembling the new Cornell Park tables and benches. Once all of those are complete, they will be delivered and placed at Cornell.
- ✓ There is a Park and Landscape Subcommittee meeting next Thursday the 25th.

Important Dates

Upcoming important dates are as follows:

- Discovery Bay Chamber of Commerce Mixer at Orwood Resort – Tuesday, October 23, 2012 at 6:00 p.m.
- CSD Regular Board Meeting – Wednesday, November, 2012 at 7:00 p.m.
- CSD Regular Board Meeting – Wednesday, November 21, 2012 – CANCELLED for the Thanksgiving Holiday